

REQUEST FOR TRAVEL FOR ARNG AGR & TECHNICIANS

Please type or print all entries legibly

1. Name _____ SSN _____

2. Position Title and Grade Rating _____

3. Official Station _____ Phone # _____

4. Organizational Element _____ Rank: _____

5. Type of Orders (AGR or Tech): _____ Security Clearance _____

6. Number of Days TDY _____

7. Departure Date: _____ Return Date: _____

8. Class/Course Start Date: _____

9. Purpose of TDY _____

10. Proposed Itinerary _____

11. Mode of Transportation Comm Air _____ POV _____ Other _____

12. Rental Car Required: ☐ Yes ☐ No (Justification may be required)

13. Conference Fee: ☐ Yes ☐ No

14. Remarks _____

15. Do you have a GTC? DTS requires the use of the Government Travel Card (GTC).

☐ Yes ☐ No. (If not, check reason why below.)

☐ Revoked ☐ Denied ☐ Infrequent traveler (less than once every 3 years.)

Use this form to request travel from the HR Education Development section. Please forward all requests to AZAA-HR-D. All questions can be directed to 602-629-4817 (DSN 853-4817) or 602-629-4816 (DSN 853-4816). Please include all supporting documentation with this request (i.e. course information, agenda, registration confirmation, fees, etc.)